

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

SUPERVISING BUYER

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Supervising Buyer is the third level in a three level Purchasing series. Incumbents are responsible for supervising and administering the centralized purchasing activities of a buying team within the Division.

The Supervising Buyer is distinguished from the Senior Buyer by its first-line supervisory responsibilities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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| 1. | Supervises Buyer staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations. | Daily
15% |
| 2. | Oversees the day-to-day operations of a buying team, which includes: planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and standards; developing and coordinating work plans; participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and Local laws, regulations, codes, and policies. | Daily
15% |
| 3. | Maintains business relations with vendors; keeps informed of new products and services, market conditions, and current prices; evaluates vendor performance. | Daily
10% |
| 4. | Provides advice and direction to internal departments regarding purchasing procedures and guidelines, including issues associated with bidding processes. | Daily
10% |
| 5. | Supervises and participates in the work involved in processing purchase orders, requisitions, bids, contracts, soliciting quotations, placing and expediting orders, and maintaining records. | Daily
5% |
| 6. | Prepares complex bid specifications and makes bid recommendations; reviews and approves specifications prepared by others. | Weekly
25% |

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
7.	Participates in a variety of meetings in order to receive and convey information.	Weekly 5%
8.	Monitors and maintains purchasing software application, including coordinating the resolution of problems with software.	Daily 2%
9.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- Bachelor's Degree in Business or Public Administration or a related field and three years experience as a Buyer with a governmental agency or large business, including one year of lead or supervisory experience are required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Three additional years of qualifying experience may be substituted for the required education.

Licensing Requirements (positions in this class typically require):

Licensing Requirements:

- Basic Class C License

Knowledge (position requirements at entry):

Knowledge of:

- Supervisory principles and practices;
- Current market conditions, trends and sources of supply, commodity markets, marketing practices and commodity pricing methods;
- Purchasing principles, methods and procedures;
- Evaluating supplies and materials;
- Analytical methods and techniques;
- Purchase acquisition methods and procedures;
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;
- Governmental purchasing principles, practices, and methods including competitive bid processes;
- Specification writing techniques.

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Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Prioritize and assigning work
- Training employees in proper work methods
- Using computers and applicable software applications
- Evaluate supplies and materials
- Analyzing product costs
- Performing value analysis
- Procuring materials and supplies
- Coordinating formal and informal bid processes and requests for proposals
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, and walking.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007

Reviewed by the City of Fresno

Date: 5/2008